From Solutions International

AN EVEN EASIER WAY TO SHARE OR COMBINE GRAPHICS

IMAGE SHARING FOR 512K MACINTOSH OR LARGER

LATE NEWS!

We added a feature:

It's called **Copy As Text** and you'll find it on the Edit menu of the SuperViewer application and on the SuperViewer menu of the desk accessory. You use it to copy selected rows of numbers from accounting packages into spreadsheets or to extract a paragraph of text from a newsletter for *edited* use in your own document.

All you have to do is select the area you want to copy by dragging with the mouse as usual and choose **Copy As Text** from the menu. It puts text instead of a picture on the clipboard.

We have a new policy:

Everyone knows that, no matter how much you test, the first release of a new product (the one numbered 1.00) always has a few bugs. We want to reward our early customers, not punish them. Our new policy is if you return your registration card and note on it that you bought release 1.00 , we'll send you the next release automatically and without charge - whether it comes a week, a month, or a year after you made your purchase.

A couple of hints:

1. The **Use Fonts In...** font library feature is very handy. However, you should *not* try to use it to access new sizes of fonts which already exist in other sizes in your system file. For example, it is fine to have all Dingbat fonts in a suitcase file and all Geneva fonts in the system file. It is not OK to have Geneva 9 and 12 in the system file and Geneva 18 in the suitcase file.

2. If you specify at ImageSaving that you want to reduce a document to 25% (for example) and then open it with SuperViewer, it appears to be normal size. On close inspection, you will notice that it looks like the pages are four times as wide and four times as long as they should be. This is intentional. You wouldn't be able to read the document on the screen at 25%. There *is* four times as much room on each page in each direction when images are reduced to 25%.

When you actually print documents that were scaled by SuperImageSaver, be sure to tell the printer you are using to scale them the way they were ImageSaved (by using **Page Setup...**). If you are transmitting them electronically, be sure to tell the recipient what scaling factor you used.

3. Printing text to disk or using **Save As Text** usually does exactly what you think it will. However, sometimes the order of text may seem strange. Remember, text is extracted in the order it is *drawn* by the creating program. This may not always be top to bottom and left to right.

SuperGlue

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Under License From:

Solutions, Inc.

Concept and Design:	Tom Evslin
Lead Programmer:	Eric Anderson
Programmers:	Craig Goss
	Ben Miller
Documentation:	Tom Evslin
Desktop Publishing:	Sandy Crossett

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INTRODUCTION

Welcome

We're glad you bought SuperGlue™ and we're confident you'll find it useful. SuperGlue is a new product built upon the Glue™ product released in 1986. It has all the capabilities of Glue and many new capabilities Glue users asked for. SuperGlue is completely compatible with Glue.

With SuperGlue, you have one simple, easy method for transferring graphics created by applications like Excel, MacProject, MacDraw, MacPaint, and Microsoft Chart into document preparation programs like MacWrite, Microsoft Word, MacPaint, ReadySetGo, PageMaker, or Illustrator. Transferred graphics can be as large as a full printed page. You are not limited by screen size.

Since SuperGlue includes the SuperViewerDA desk accessory, you can easily access the graphics you need — even if they were created by a paint program or screen saving — without leaving your word processing or page layout program. There is no need to struggle with the scrapbook in between.

With SuperImageSaver and SuperViewerDA, you have a "preview print" capability available for most applications.

SuperGlue also makes it easy to capture printed output from documents on disk in a form which can be transmitted electronically. A recipient can display, print or even copy from the captured output you sent. He or she doesn't even need the application you used to prepare the document—as long as Glue or SuperGlue is available.

SuperGlue also makes it possible to extract numbers or text from the printed output of one program for inclusion in another program. This saves tedious retyping of information your computer already has.

How It Works

SuperGlue gives your Macintosh a "print to and view from disk" capability. This means that the output from your Macintosh program is captured to disk instead of being printed. It is as if a picture was taken of your spreadsheet,

chart, graph or design. The picture gets saved to disk, or "printed to disk," with its QuickDraw commands and is separate from the program that created it. After it is "printed to disk," you are able to view it, copy and paste it into any other application, print it later, or even send it to a bulletin board with your communications program or around the office network.

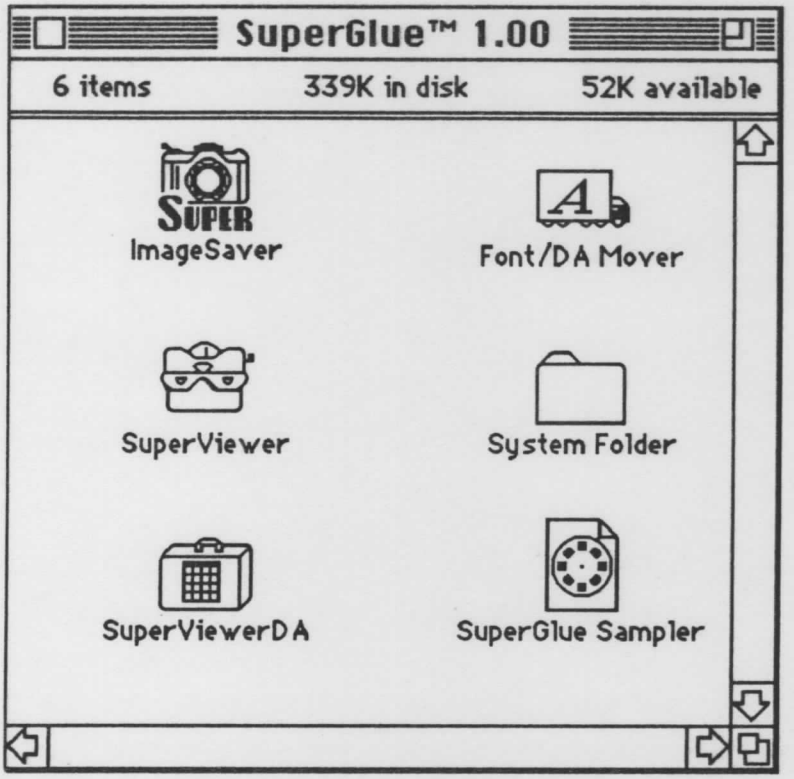
Font substitution gives you more control over what fonts are used to print a document you receive electronically. This is important because you may not have the same fonts on your system as the person who created the document.

Text extraction allows you to select some words or numbers from your ImageSaved file and convert them to ASCII. Data in ASCII format can then be put into another program or electronically sent to any other computer. You might find that you want to take numbers from your Insight balance sheet and analyze them in Excel. Text extraction is the answer. You might want to take names from your database package and put them into your word processor. Text extraction is the answer here, too.

Manual

This booklet tells you how to install and use SuperGlue. It presumes that you are familiar with the Macintosh interface and at least one application besides MacWrite and MacPaint. It is handy to have around the first few times you use the program. At the end of the booklet is a quick reference guide to SuperGlue. Once you are familiar with SuperGlue, it is all you will need. If you are a very experienced Macintosh user and don't like to read documentation, you may want to skip right to the quick reference guide.

WHAT'S ON YOUR DISK



There are three parts to SuperGlue: *SuperImageSaver*, *SuperViewer*, and *SuperViewerDA*.

SuperImageSaver

Think of *SuperImageSaver* as a special kind of printer which acts like a camera. When you use an ordinary printer like the ImageWriter or the LaserWriter, it prints on paper. When you use SuperImageSaver, it takes a picture of each page and saves these pictures, or "images," with their QuickDraw commands on disk instead of printing them on paper. Before you "print to disk," you have the option of reducing or enlarging the images and of placing them automatically into a scrapbook.

SuperViewer and SuperViewerDA

When you want to display, print or copy from an "ImageSaved" file or a MacPaint format document, you can use either the *SuperViewer* application program or the *SuperViewerDA* desk accessory. They both have the same capabilities but the desk accessory is more appropriate when you are copying from these documents into another application and don't use Switcher or MultiFinder.

There are three other items on your desktop: *SuperGlue Sampler*, *System Folder*, and *Font/DA Mover*.

The icon labeled *SuperGlue Sampler* on your disk is a file of pictures created by ReadySetGo and "printed to disk" by SuperImageSaver. All ImageSaved documents you create have this icon.

There is also a *System Folder* on the disk. This makes it possible to "boot" your Macintosh from this disk. This system folder contains Finder 5.3 and System File 3.2 which work with the 512K, 512KE and Mac XL. If you are using a MacPlus, an SE, or a Macintosh II, you should have System 4.1 and Finder 5.5 or later. You can get them from your Apple dealer if you don't already have them.

Font/DA Mover is the program you use to install new desk accessories (the next section explains how).

HOW TO INSTALL SUPERGLUE

Nothing could be easier! Copying files on the Macintosh is a simple matter of dragging the icon for the file from where it is to where you want it to be.

Note: If you are not familiar with the operation of your Macintosh and don't know what words like "dragging" have to do with a computer, we suggest you listen to the introductory tape that came with your Macintosh before using SuperGlue or any other Macintosh application.

SuperImage-Saver

If you have a printer, you already know that you can only print from inside an application if the system disk you use with that application contains a "printer file" (e.g. ImageWriter or LaserWriter). Since SuperImageSaver is a special type of printer, you can only use it to "print to disk" from inside an application if it is in the system folder you use with that application.

If you have no hard disk:

If your Macintosh has no hard disk, you probably have a copy of the system folder containing the Finder and the System File on several disks. You need to drag a copy of SuperImageSaver into each system folder.

If you have a hard disk:

If you have a hard disk drive attached to your Macintosh, you probably always run from a system folder on your hard disk. All you need to do is drag SuperImageSaver into that folder in order to use it with your applications.

Note: If you are a user of Glue, you can throw away your old Glue ImageSaver. SuperImageSaver does everything ImageSaver does — and much more!

SuperViewer Application

SuperViewer is like any other Macintosh application. Put a copy of it (or copies of it) anywhere that is convenient for you. But please don't make a copy of it or SuperImageSaver or SuperViewerDA for anyone else. That's a violation of your license agreement, against the law, and not a nice thing to do.

Note: If you already have the Glue Viewer, you can throw it away. SuperViewer does everything Viewer does — and more!

SuperViewerDA

SuperViewerDA is a desk accessory like the alarm clock and the scrapbook accessory you have been using. Unlike an application, it doesn't appear on the desktop of any disk. Instead, its name appears in the pulldown menu under the (the accessory menu).

Installing a desk accessory means adding to the System File. The instructions below tell you how to do this (don't bother reading them if you already know how to install desk accessories). If you don't have a hard disk, you probably use different system disks with different applications. You must install SuperViewerDA on each system disk you use if you want SuperViewerDA to be available when you are using that system disk.

If you have a hard disk:

To install the desk accessory SuperViewerDA:

1. Power up from your hard disk just as you usually do (if you have not already done so).

2. Put the SuperGlue disk in the built-in drive.

3. Open the suitcase icon labeled SuperViewerDA.

4. Click the **Open** button in the bottom right of the dialog which appears next.

5. Select and open the System File on your hard disk (it is in a folder).

Note: If you have the ViewerDA desk accessory in your system file, this is a good time to delete it and make more room.

6. Select SuperViewerDA in the left hand pane of the dialog on the screen.

7. Click the **Copy** button in the middle of the dialog.

8. Once the cursor turns back into an arrow, click the **Quit** button.

9. Put the disk we sent you in a safe place as backup. SuperViewerDA is now available when you pull down the menu.

To install the application SuperViewer:

1. Drag the SuperViewer icon into the folder where you keep utilities.

If you have no hard disk:

To install the desk accessory SuperViewerDA:

1. Power up with the SuperGlue disk we sent you in the built-in drive.

2. Open the suitcase icon labeled SuperViewerDA.

3. Click the **Open** button in the bottom right of the dialog which appears.

4a. If you have no external disk drives for your Mac, click the **Eject** button in the dialog which appears here and insert a system disk in the internal drive.

4b. If you have one or more external disk drives, put a system disk in one of them.

5. Select and open the System File on the system disk you inserted in the step above.

Note: If you have the ViewerDA desk accessory in your system file, this is a good time to delete it and make more room.

6. Select SuperViewerDA in the left hand pane of the dialog on the screen.

7. Click the **Copy** button in the middle of the dialog.

8. If you have multiple system disks on which you want to install SuperViewerDA, click the **Close** button at the lower right of the dialog. Then repeat steps 3 through 8 for each system disk.

9. When you have installed SuperViewerDA on all the system disks you want to use it with, click the **Quit** button.

10. Put the disk we sent you in a safe place as backup. SuperViewerDA is now available when you pull down the menu.

We do suggest that you not use the originals of SuperImageSaver, SuperViewer, or SuperViewerDA. Put the disk aside somewhere safe after you have copied the programs from it.

PRINTING TO DISK WITH SUPERIMAGESAVER

SuperImageSaver is a special kind of printer. Instead of printing on paper like the ImageWriter or the LaserWriter, it takes a picture of each page that a program tries to print. The pictures of each page in a report are saved on disk in a file which we call an "ImageSaved" document. The ImageSaved document can later be opened with SuperViewer or SuperViewerDA (or the Viewer or ViewerDA from Glue).

Note: SuperImageSaver also allows you to create scrapbook files directly from your application instead of ImageSaved documents.

Solutions has made arrangements with other publishers to have their programs read ImageSaved files as well. Two examples are PageMaker 2.0 or later from Aldus and Desktop Express from Dow Jones.

Before you can use SuperImageSaver to "print to disk" from inside one of your Macintosh applications, you must have a copy of SuperImageSaver in the system folder you use with that application. If you have not already moved SuperImageSaver into a system folder, go back to **How To Install SuperGlue** and learn how to do that.

Here are the steps for using SuperImageSaver:

1. Start the application you want to use to create graphic output. It can be MacWrite, MacDraw, ReadySetGo, Excel, Jazz or any Macintosh application that follows standard Mac printing conventions and does not create only PostScript.

Note: It is neither necessary nor possible to ImageSave MacPaint pictures. SuperViewer and SuperViewerDA can read documents saved by MacPaint directly, even full page pictures.

2. Do whatever you normally do in the application up to the point where you have something ready to print.

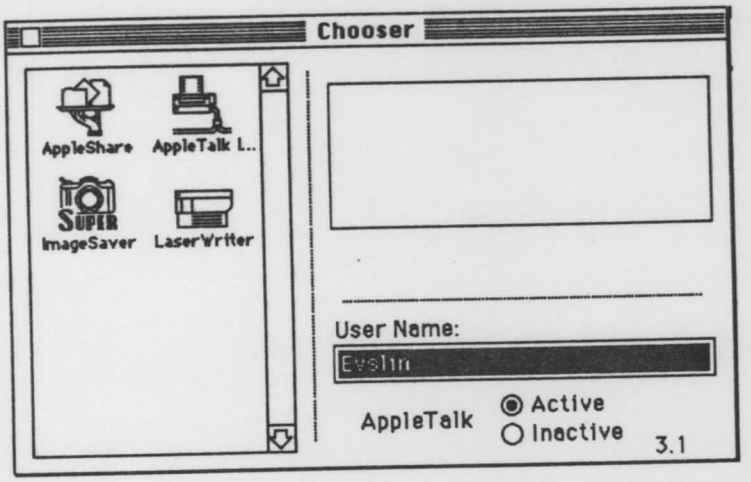
3. Select **Chooser** from the ⌘ pulldown menu.

Notes: If Chooser doesn't appear in the pulldown menu, there are two possible problems.

· You may have a very old system file. You must have at least Version 2.0 of the system file to use SuperImageSaver. Version 3.2 of the system file is on your SuperGlue disk. You can copy this to your system folder.

· If you do have a current system file, you may have removed the Chooser desk accessory to make more room on your system disk. You must put it back to use SuperImageSaver.

4. The dialog below appears:

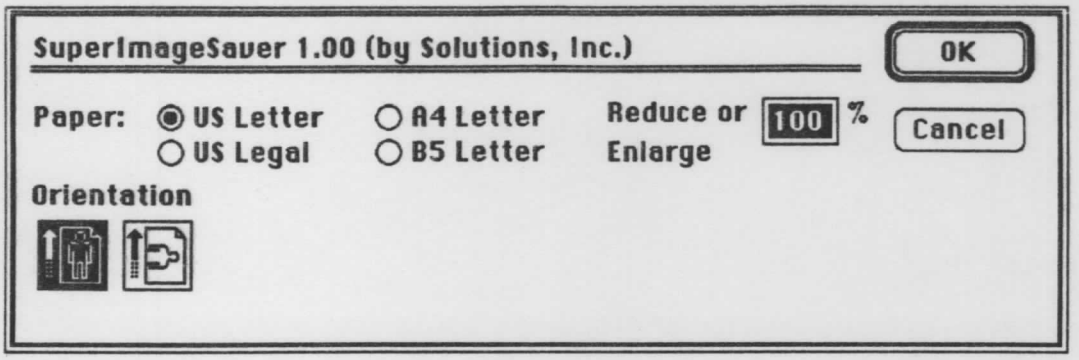


5. Click on the SuperImageSaver icon to choose it, then click the goaway box at the upper left to get rid of the dialog. Ignore the instructions to choose a printer port.

Note: If SuperImageSaver does not appear in the dialog, you don't have SuperImageSaver in the system folder you are using with this application. Go back to ***How To Install SuperGlue*** *to learn how to put it there.*

6. Choose **Page Setup...** from the File pulldown menu. If **Page Setup...** does not appear, the application you used to create the image does not follow standard Macintosh guidelines for using the Printer Manager and may not work with SuperImageSaver.

7. The dialog below appears:



8. Click the appropriate icon to indicate whether you want horizontal or vertical pages.

9. Click the radio button for the appropriate paper size.

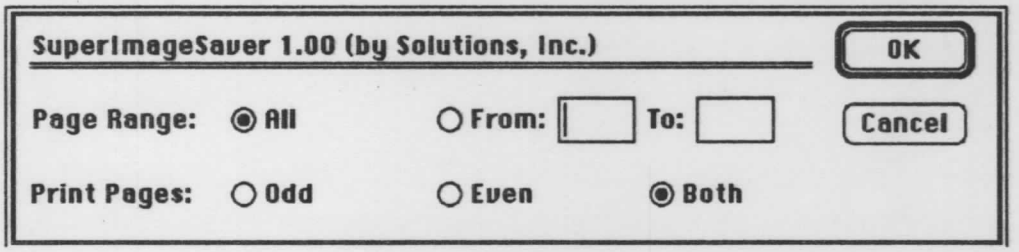
10. If you want to scale the images printed to disk, type the scaling percentage.

Note: If you are going to send the ImageSaved document created by SuperImageSaver to someone else who is likely to want to print it, you will make life difficult for the recipient if you choose a paper size his printer can't handle. Likewise, scaling an image will probably reduce its clarity on the screen or an ImageWriter printer. The LaserWriter has no problem with scaling.

11. Click **OK**. Do not click **Cancel**.

12. Choose **Print...** from the File menu.

13. The dialog below probably appears:



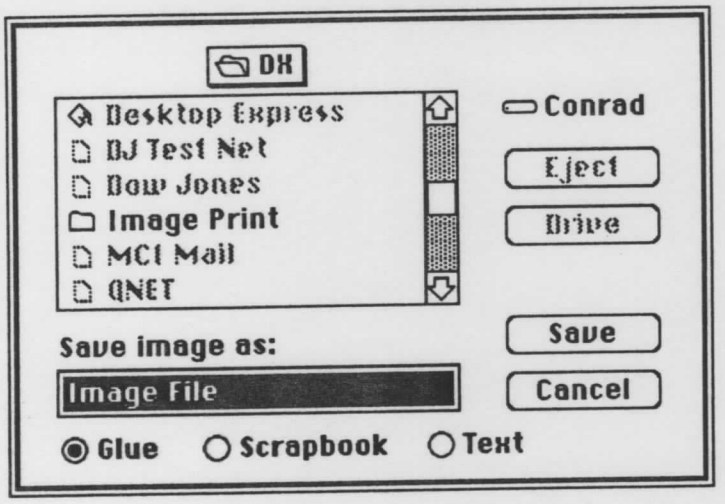
14. Choose a page range if you don't want to save all the pages which usually print. Click **OK.**

15. Choose to print odd or even pages only if you are doing two sided printing.

16. Click **OK.**

Note: If this dialog doesn't appear, don't worry about it.

17. The dialog below appears:



18. SuperImageSaver needs to know what you want to call the file of pictures it is about to "print to disk." Give the file a name and choose a disk for it in the usual way.

19. If you want to create a scrapbook or a text file rather than a SuperGlue ImageSaved file, click the appropriate radio button.

Note: If you save a document as a scrapbook, each page of the document becomes a page of the scrapbook. This can be a convenient format for sending a report to someone who does not have Viewer or SuperViewer. However, the standard Apple scrapbook desk accessory can only handle a single scrapbook stored in the System folder and named Scrapbook File. Other desk accessories like SmartScrap & The Clipper from Solutions handle multiple scrapbooks on different disks.

20. When the application repaints the screen, the "printing" has been saved to disk.

21. Unless you are going to use SuperImageSaver again right away, use **Chooser** to reselect the printer you usually use.

Hint: *You can now examine the document which has been printed to disk with SuperViewerDA (the next section describes how). This gives you a handy "preview print" function for applications which don't support preview themselves.*

22. You can quit the application now if you wish. A new ImageSaved document is now visible wherever you put it with this icon:

or a new scrapbook with this icon:

Scrapbook File

or a text document with this icon:

A Text File

HOW TO USE SUPERVIEWER AND SUPERVIEWERDA

You use SuperViewer or SuperViewerDA to display, print or copy from either documents which were "printed to disk" by ImageSaver or SuperImageSaver or saved in MacPaint format by MacPaint or some other application. Once you copy all or part of a saved page, you may want to paste it into another program or a scrapbook if you didn't save it there.

You can also use either SuperViewer to convert an entire ImageSaved page to MacPaint format so that you can "touch it up" with MacPaint.

SuperViewer and SuperViewerDA have the same capabilities. However, SuperViewerDA can be used while you are using some other application like MacWrite or ReadySetGo so it is a handy way to bring graphics into these programs. If you are using Switcher or MultiFinder, then you can use the SuperViewer application at the same time as other application.

Note: If you don't know how to turn on your Macintosh, insert a disk, or start an application by double clicking, you should read the manual or listen to the tape which came with your Macintosh before going further.

Starting SuperViewer from the Desktop

Simple method

Double click the SuperViewer icon in an open window on the screen of your Macintosh.

Advanced methods

Double click the icon for a document created by ImageSaver or SuperImageSaver. In this case SuperViewer automatically displays the document you selected when it starts.

<u>or</u>

Select one or more ImageSaved or MacPaint document icons. Choose **Open** from the File pulldown menu. In this case SuperViewer displays as many of the documents as memory allows.

<u>or</u>

Select one or more ImageSaved or MacPaint document icons. Choose **Print** from the File menu. In this case SuperViewer prints each of the documents and returns to the desktop.

Notes: If you use any of the advanced methods, a disk containing SuperViewer must be visible on the desktop at the time you choose a document.

- *If you select MacPaint pictures instead of or in addition to ImageSaved documents, you must select the SuperViewer application icon as well as the document icons. If you don't do this, you may suddenly find MacPaint in control of your Mac (just tell it to quit in this case).*

- *You can select multiple icons either by dragging a rectangle around them or by clicking them one after another while holding down the Shift key.*

Starting SuperViewerDA

1. Choose SuperViewerDA from the ⌘ pulldown menu.

Note: If SuperViewerDA is not visible on the pulldown menu, it is not installed on the system disk you are using.

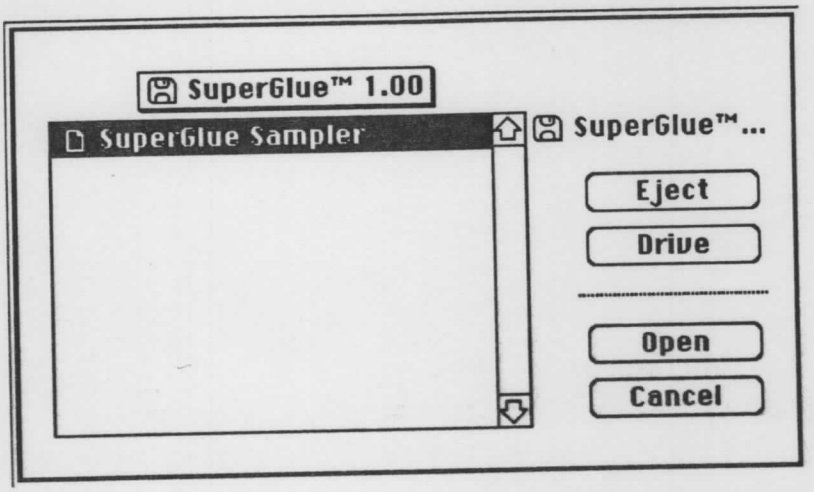
2. The SuperViewer menu appears in the menu bar and SuperViewerDA asks you which document to display (see the next section).

Displaying a New Document

1a. If you are using the SuperViewer application, choose **Open...** from the File pulldown menu.

1b. If you are using SuperViewerDA, choose **Switch Documents...** from the SuperViewer pulldown menu (the desk accessory can only display one document at a time).

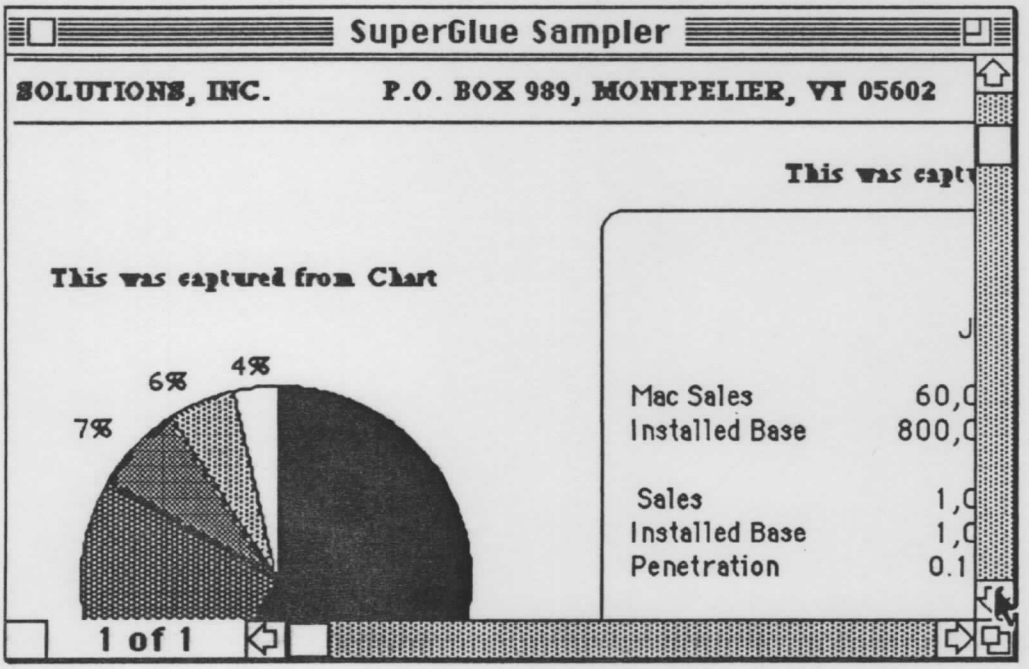
2. The dialog below appears:



It lists all the documents on the current disk (or in the current folders for HFS users) which were created in either ImageSaved or MacPaint format. Choose the document you want to open in the usual way.

Note: If no names appear in the dialog, the currently selected disk or folder contains no documents created in either ImageSaved or MacPaint format. You can search other disks or folders in the usual way. The SuperGlue disk has a copy of SuperGlue Sampler saved by SuperImageSaver. If you can't find anything else, look at that.

3. Since most Macintosh screens are smaller than a printed page, the window in which your document appears has horizontal and vertical scroll bars which allow you to move the document in the window to see all of it.



Printing a Document

1. Start SuperViewer or SuperViewerDA and open a document as described above.

2. If multiple documents are visible, click on an exposed portion of the window containing the document you want to print to make its window come to the front.

3. Make sure your printer is on, ready, and connected.

4. Choose **Page Setup...** from the File pulldown menu. The printer you are using may allow other options to be set. Click **OK**.

5. Choose **Print...** from the File pulldown menu if you are using the SuperViewer application. Choose **Print...** from the SuperViewer pulldown menu if you are using the desk accessory.

6. The exact format of the dialog which appears now depends on what type of printer you are using. Choose the number of copies you want, the range of pages to be printed and any other options you are interested in. Click **OK**.

Notes: If the SuperImageSaver printer dialog appears or you are asked for the name of a disk file, you forgot to use Chooser to rechoose your usual printer after using SuperImageSaver. Click ***Cancel*** *and choose the printer you usually use as described in* ***Printing To Disk With Super-ImageSaver****.*

If you choose to print in draft mode on a printer like the ImageWriter, only the text portion of your image will display—and that will not have fancy fonts. If you are printing an image with no text and you use draft mode, a blank page will print!

Copying

One of the best reasons for using SuperGlue is that it makes it easy for you to copy graphic images created by one Macintosh application into another. The first step in this process is to "print to disk" from the creating application using SuperImageSaver. This step is described in **Printing To Disk With SuperImageSaver**.

The next step is to use SuperViewer or SuperViewerDA to display the saved images and select and copy the particular part or parts of the images you are interested in to MacWrite, ReadySetGo, PageMaker or whatever document creation program you are using. Unless you regularly use Switcher or MultiFinder, you will want to use SuperViewerDA for this process.

1. Start SuperViewer or SuperViewerDA and open a document as described above.

2. Put the cursor at the upper left hand corner of the rectangle you want to copy.

3. Press the mouse button and keep it depressed as you drag the cursor to the lower right hand corner of what you want to copy. Release the mouse button.

Note: You don't have to worry if the rectangle you want to copy is larger than the area displayed in a window. If you drag past the edge of a window, the image in the window scrolls and selection continues. You can select an area as large as a full printed page.

4. There is now a blinking rectangle around the area you selected. If there is no blinking rectangle, the entire visible page is selected and will be copied. Choose **Copy** from the Edit pulldown menu. This makes a copy of the drawing commands relevant to the rectangle you selected on the Macintosh clipboard.

Note: If you are doing fine work, it is helpful to know that the area which is copied includes the edges of the rectangle as well as the area enclosed by it.

5. If you are using Switcher, switch back to the document creating application you are using. If you are using MultiFinder or SuperViewerDA, just click on the window in which you are creating the document to make it active.

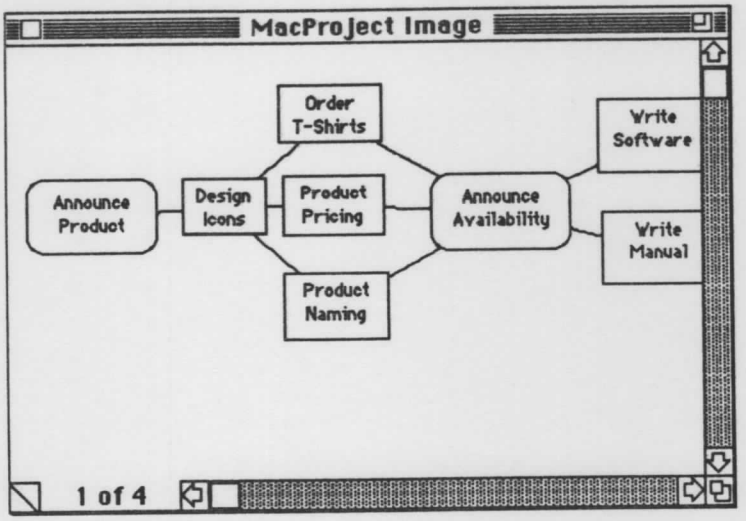
6. Select the area in the document you are creating where you want the copied image to go.

7. Select **Paste** from the application's Edit menu.

Viewing the Right Page

There are three ways to go from page to page in an ImageSaved document.

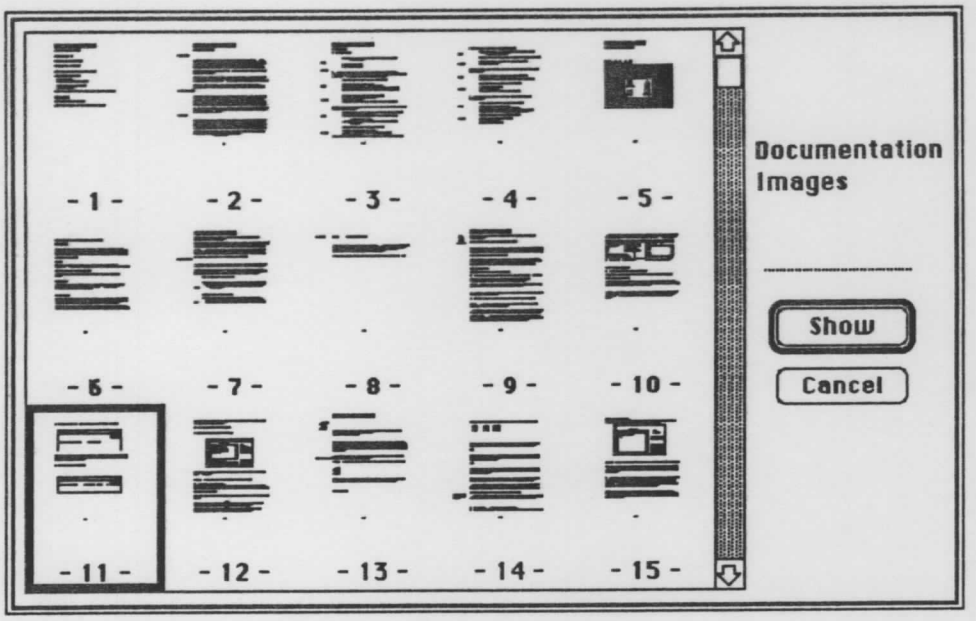
If the document is short or you are reading it the way it was written, click the page turn in the lower left corner of the document window. The upper triangle goes to the next page; the lower triangle goes to the previous page.



If the document is large, you can find the proper page by using the unique pictorial table of contents.

1. Select **Show Table of Contents...** from the Goodies menu in application or the SuperViewer menu in the desk accessory.

2. If you have never used the table of contents with the document before, it may take several minutes to build it. This won't have to be done again for the document.



3. Scroll if necessary until you see a miniature picture of the page you want.

4. Go directly to that page by selecting it and then clicking **Show** or by double clicking.

Hint: *You can delete the table of contents by selecting* ***Erase Table of Contents...*** *from the Goodies menu in the application or the SuperViewer menu in the desk accessory. You may want to do this to make a file you are going to transmit electronically smaller. Each page in the table of contents adds about 500 bytes to the size of the file.*

You can also go directly to a page whose number you know without using the table of contents by holding down the Command key and typing G, then typing the page number of the page you want.

Doing Font Substitution

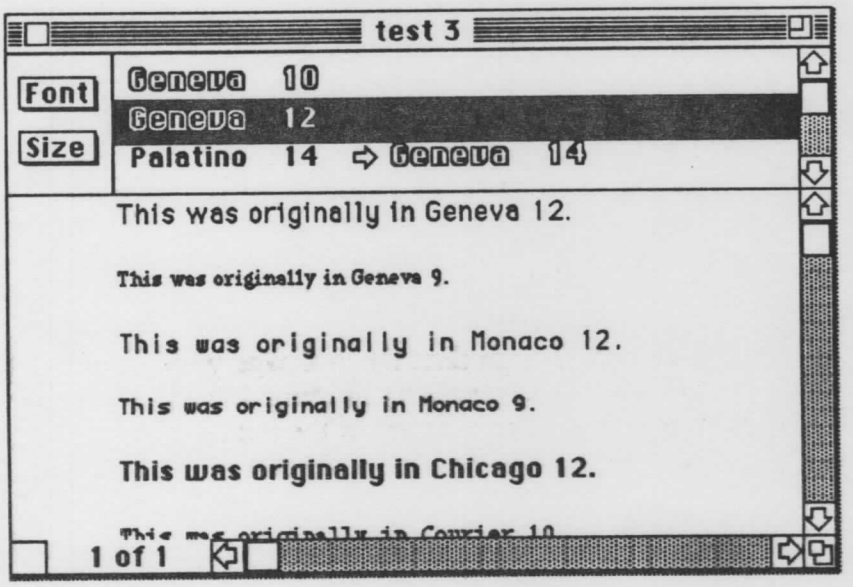
Font substitution is most frequently used when you receive an ImageSaved document from someone who created it with fonts that you don't have available to you. Font substitution allows you to control which fonts and what font sizes are used in place of the missing fonts.

You can also use font substitution to make overall font changes in a finished document. However, this capability can be tricky to use effectively since SuperGlue cannot change where the line and page breaks are in a document and substitute fonts may not fit in the same size space that the originals did.

1. Make sure the window containing the ImageSaved document whose fonts you want to change is in the front window.

2. Choose **Show Font List** from the Goodies menu of the application or the SuperViewer menu of the desk accessory.

3. A list of fonts like the one shown below appears.



The fonts on the right in the upper pane of the window are the fonts used by the creator of the document (the person who made the ImageSaved document). If the name of the font is outlined like **Geneva** in the example above, the font is present on your Macintosh and available for use when you display or print the document. If the font is not outlined like **Palatino** above, the font is not present on your system and the substitute font to the right of it will be used instead.

If the font size shown to the right of the font name is present, it is shown in outline form. If the font size is not present, it is not shown outlined. This warns you that text in this size of the font will be constructed from some other size and may appear ragged when displayed on the screen or printed on an ImageWriter. (Missing font sizes do not generally affect the appearance of LaserWriter printing.)

4. To change a font or font size, select the line in the font list you want to change by clicking. You may use shift-click to choose multiple lines to change at once.

5. To change the font, click on the rectangle to the left of the font list labeled **Fonts** and keep the mouse button down.

*Note: If you are not using System File 4.1 or later, there is a **Fonts** button instead. Click it.*

6. Choose the font you want to substitute from the menu which appears. This is a menu of fonts actually present on your Macintosh. Your selection appears in the font list to the right of the original font.

Note: Normally, the font list contains only the fonts in your system file. However, you can also use fonts in a suitcase file with SuperViewer or SuperViewerDA (see Using a Font Library below).

7. To change the size used, click on the rectangle to the left of the font list labeled **Sizes** and keep the mouse button down.

*Note: If you are not using System File 4.1 or later, there is a **Sizes** button instead. Click it.*

8. Choose the size you want to substitute from the Sizes menu which appears. Outlined sizes are actually present on your system for the font you are changing. You can choose a size not on the menu by selecting **Other...** and typing the size you want to use.

9. Be sure to scroll through your document after making font substitutions to see that words don't overlap, run through other lines, or run off the page.

Note: When you print a document on a LaserWriter, the LaserWriter also performs font substitution unless you tell it not to. For example, LaserWriter font Helvetica is substituted for screen font Geneva.

Saving Your Font Substitutions

If you have changed some of the fonts or font sizes used in an ImageSaved document, you may want to save the changes you've made either with the document you opened or with a new copy of the document.

1. Make sure the window displaying the document with the changes is the front window.

2a. To save the changes with the original document, select **Save** from the File menu of the application or from the SuperViewer menu of the desk accessory.

2b. To save the changes as a new document select **Save As...** from the File menu of the application or from the SuperViewer menu of the desk accessory. In this case you must also give the file a name and decide where to save it in the usual way.

Using a Font Library

Sometimes you may receive an ImageSaved document which contains text in fonts which are not in your system file. These fonts are automatically substituted by the Macintosh when it displays your document and the result may be ugly or even unusable.

As described above in Doing Font Substitution, you can choose to replace the missing fonts with specific fonts from your system file. If you have the missing fonts available in a suitcase file like the one below, you can make them available to SuperViewer or SuperViewerDA without adding them to your system file. This process is called Using a Font Library. The fonts in a font library can also be used as substitute fonts.

1. Choose **Use Font Library...** from the Goodies menu of the application or the SuperViewer menu of the desk accessory.

2. Locate and open the suitcase file you want to use in the standard way.

You stop using a font library by choosing **Use System Fonts Only** from the Goodies menu of the application or from the SuperViewer menu of the desk accessory.

CREATING MACPAINT FORMAT DOCUMENTS WITH SUPERVIEWER AND SUPERVIEWERDA

Turning pages of an ImageSaved document into MacPaint format pictures is an excellent way to get graphics created by other programs into Adobe Illustrator for tracing. You may also want to use MacPaint or some other paint program to "mark up" a page created by another application. For example, you may want to circle certain numbers in a spreadsheet or add arrows and text to point to parts of a graph. If you capture the pages you want to mark up with SuperImageSaver (described in **Printing To Disk With SuperImageSaver**), you can easily turn each page into a MacPaint picture with SuperViewer or SuperViewerDA.

1. Start SuperViewer or SuperViewerDA and open a document as described in Starting SuperViewer from the Desktop or Starting SuperViewerDA.

2. Go to the page which you want to mark up.

3. Choose **Save Page As MacPaint...** from the File pulldown menu of the application or the SuperViewer menu of the desk accessory.

4. Use the dialog which appears to specify a name and a location for the MacPaint document.

5. If you are using the SuperViewer application and not the desk accessory version, quit SuperViewer by choosing **Quit** from the File menu. A new MacPaint document is now visible wherever you put it.

6. Open the document with Illustrator or MacPaint as usual. You can now do any tracing or marking up you want.

HINTS AND ROAD MAP

If you want to:

1. Install SuperGlue

DO: Copy SuperImageSaver to your System Folder. Put SuperViewer on a convenient disk and/or install it as a desk accessory

READ: *What's On Your Disk*
How To Install SuperGlue

2. Copy images from a creating application like Excel, MacProject or Jazz to a document preparation application like MacWrite, MacDraw, ReadySetGo or PageMaker.

DO: Prepare the image with the creating application
"Print to disk" with SuperImageSaver
Start the document preparation application
Open the ImageSaved document with SuperViewerDA
Copy the selection you want
Paste the image into the document preparation application

READ: Documentation for the creating application
Printing To Disk With SuperImageSaver
How To Use SuperViewer and SuperViewerDA
Documentation for the document preparation application

3. Send a newsletter, spreadsheet or other graphic Macintosh output electronically.

DO: Prepare the newsletter or whatever with the creating application
"Print to disk" with SuperImageSaver
Use your communication program to send the ImageSaved document as a *binary* file or put it on a file server
Use SuperViewer, SuperViewerDA, or Viewer (part of Glue) to display, print or copy from the transmitted document

READ: Documentation for the creating application
Printing To Disk With SuperImageSaver

Documentation for your communication application
How To Use SuperViewer And SuperViewerDA

4. Receive a ImageSaved newsletter, spreadsheet or other graphic Macintosh output electronically.

DO:

Use your communication program to receive the ImageSaved document as a *binary* file
Use SuperViewer or SuperViewerDA to display, print or copy from the received document
Check to see if you want to change any fonts

READ:

Documentation for your communication application
How To Use SuperViewer And SuperViewerDA

5. Copy all or part of MacPaint format pictures into other applications.

DO:

Draw the picture with MacPaint and save it
Start the other application
Open the MacPaint picture with SuperViewerDA
Copy the selection you want to the clipboard
Paste the picture into the other application

READ:

MacPaint documentation
How To Use SuperViewer And SuperViewerDA
Documentation for the "other application"

6. Use MacPaint to markup pages created by another application.

DO:

Prepare the graphic with the creating application
"Print to disk" with SuperImageSaver
Start MacPaint
Open the ImageSaved document with SuperViewerDA
Save the pages you want in MacPaint format with SuperViewerDA
Open and mark up the pages you saved with MacPaint

READ:

Documentation for the creating application
Printing To Disk With SuperImageSaver

How To Use SuperViewer And SuperViewerDA
MacPaint documentation
Creating MacPaint Format Documents With SuperViewer And SuperViewerDA

7. Use Text Extraction to take numbers or text out of a Super-ImageSaved document as ASCII

DO:

Prepare the graphic with the creating application
"Print to disk" with SuperImageSaver
Select the button in the file saving dialog labeled "Text Only"
Open the ASCII file with the other application or send it electronically to another computer

READ:

Documentation for the creating application
Printing To Disk With SuperImageSaver

8. Preview the printing from an application before the printing on paper is actually done

DO:

Use the creating application until you are ready to print
"Print to disk" with SuperImageSaver
Open and examine the ImageSaved documentation with SuperViewerDA

READ:

Documentation for the creating application
Printing To Disk With SuperImageSaver
How To Use SuperViewer And SuperViewerDA

9. Transfer graphics from other programs into Illustrator

DO:

Prepare the graphic with the creating program
"Print to disk" with SuperImageSaver
Open the ImageSaved document with SuperViewerDA
Create MacPaint pictures from the page or pages containing the graphics using **Save Page as MacPaint...**

READ:

Documentation for the creating application
Printing To Disk With SuperImageSaver
How To Use SuperViewer And SuperViewerDA
Documentation for Illustrator

QUICK REFERENCE GUIDE

Installation

1. Drag SuperImageSaver to the system folder of the system disk you are using.

2a. Drag SuperViewer to wherever it is convenient to execute it from.

and/or

2b. Install SuperViewerDA as a desk accessory.

Use

SuperImageSaver

1. Open or create a document with almost any application (MacWrite, PageMaker, MacProject, etc.).

2. Select **Chooser** from the ◆ menu.

3. Select the SuperImageSaver printer (it must be on your system disk).

4. Click the goaway box to get rid of the Chooser dialog.

5. Select **Page Setup...** from the application File menu.

6. Choose any options you want.

7. Click **OK.**

8. Select **Print...** from the application File menu.

9. If print options are requested, set them as desired and click **OK.**

10. Give the image a name in the dialog box which appears next.

11. Choose the radio button to decide whether you want to save as a SuperGlue ImageSaved document, as a scrapbook, or as text only.

12. Reset the printer with **Chooser** and **Page Setup**.

13. The ImageSaved document you created can be copied with Finder, transmitted electronically, or opened with SuperViewer or SuperViewerDA.

SuperViewer

14. Open SuperViewer from the desktop.

15. Open the ImageSaved file you created or any MacPaint document (or the SuperGlue Sampler file on the disk) with **Open...** from the SuperViewer File menu.

16. You can now print from the File menu or drag-select and copy from the Edit menu. A copied image can be pasted into the Scrapbook or any Mac application which accepts pictures. An ImageSaved page can be edited with MacPaint or any other program that accepts pictures.

17. MacPaint (or FullPaint) documents can be opened directly from SuperViewer. You do not need to (and cannot) capture them with SuperImageSaver.

18. Use the Goodies menu for font substitution, using fonts in a font suitcase, or displaying the pictorial table of contents.

SuperViewerDA

19. Select SuperViewerDA in the menu. Select the ImageSaved file you created or any MacPaint format document.

20. You can now print from the SuperViewer menu or drag-select and copy from the Edit menu. A copied image can be pasted into the Scrapbook or any Mac application which accepts pictures. An ImageSaved page can be edited with MacPaint or any other program that accepts pictures.

21. MacPaint (or FullPaint) documents can be opened directly from SuperViewer. You do not need to (and cannot) capture them with SuperImageSaver.

22. Use the SuperViewer menu for font substitution, using fonts in a font suitcase, or displaying the pictorial table of contents.

STICKY SITUATIONS - TROUBLESHOOTING GUIDE

Situation: You are ready to "print to disk" but there is no **Chooser** desk accessory available on your desk accessory pulldown menu.

Cause: You are running from a very old Macintosh system disk or you removed the **Chooser** desk accessory to make more room on your system disk. See Page 11 for more information.

Situation: You selected **Chooser** but no SuperImageSaver icon appears in the **Chooser** dialog.

Cause: You don't have a copy of SuperImageSaver on the system disk you are running from. See Page 7 for more information.

Situation: You selected SuperImageSaver as your printer, then chose **Print** from the application's File pulldown menu, but no dialog appears asking you where to save your "printed" output on disk. When you quit the application, no ImageSaved document appears on the desktop.

Cause: The application you are using does not use the high level print manager (excuse the technical talk) to do its printing. SuperImageSaver doesn't work with this application. However, if the application creates MacPaint format documents (as MacPaint, itself, does), you will be able to display, print or copy from these documents using SuperViewer without ImageSaving.

Situation: You are using SuperViewer to display or print a document created by SuperImageSaver. Text in the document looks awful.

Cause: The system disk you are using with SuperViewer does not contain some of the fonts that were on the system disk used to create the document. If you are printing on a LaserWriter and the missing fonts are standard LaserWriter fonts like Times or Helvetica, this probably doesn't matter. Otherwise, you have to make sure that all the fonts used to create a document are available when you view it. This is a problem with any Macintosh

document containing different fonts which is used on different systems. Be sure to do font substitution and change the fonts to see if the text improves. Be careful of spacing. Remember, this is now an image and not a word processing document.

Situation: You are using SuperViewer to display or print a document created by SuperImageSaver. There is overlap in the middle of lines of text—especially when different fonts, faces, or styles have been used in the same line.

Cause: After the SuperImageSaver is selected as your printer, you must choose **Page Setup...** from the application's File pulldown menu, then click **OK**. You may have forgotten to do this. If so, see Page 12. However, if you choose SuperImageSaver before starting an application, then use the application to open an existing document, you often must choose **Page Setup...** again because the old print settings "stick" to the old document.

Situation: You ImageSaved a newsletter created by PageMaker 1.0 or 1.2 from Aldus. It looks fine when you display it with SuperViewer or print it on an ImageWriter. However, when you print it on a LaserWriter, it doesn't look as good as it did when you printed it directly from PageMaker 1.0 or 1.2 on a LaserWriter.

Cause: Usually, printing a ImageSaved document gives you exactly the same result as printing directly from the creating application. However, when PageMaker 1.0 or 1.2 prints directly on a LaserWriter, it takes advantage of some LaserWriter features that cannot be replicated on the Macintosh screen or the ImageWriter. When PageMaker 1.0 or 1.2 "prints to disk" with SuperImageSaver, it "knows" it is not writing directly to a LaserWriter and so produces the ImageWriter version of its output. This limitation on ImageSaving PageMaker in no way affects the use of SuperGlue to copy graphics from other applications **into** PageMaker 1.0 or 1.2.

This difficulty has been fixed in PageMaker 2.0.

The Best Way To Transfer Graphics

Electronic Mail or Network or File Server Users!

The only way to send an electronic message to someone who does not have the same software or even the same fonts used to create the message.

With SuperGlue™...

...Spreadsheets, letters, charts, graphs or newsletters are changed into "images" with the SuperImageSaver. "Images" are the common denominator of Macintosh communications.

..."Images" (created from many different programs) and full page MacPaint® pictures can be seen while online with the new SuperViewer desk accessory.

...Font substitution overcomes the problems caused by receiving an "image" electronically which contains fonts not available to the receiver.

...Text extraction lets you transfer ASCII and numeric data from "images" to any other computer.

Desktop Publishers and Word Processors!

The easy way to integrate Macintosh™ graphics with text or other graphics programs. Overcomes the incompatibilities between many software programs.

With SuperGlue™...

...Newsletters, spreadsheets, charts or letters are changed into "images" that can be incorporated into other programs. The SuperImageSaver makes the "images" out of the QuickDraw commands that would have gone to the printer.

..."Images" (created from many different programs) and full page MacPaint pictures can be accessed with the new SuperViewer desk accessory while in a word processor or page layout program.

..."Images" can be accepted by PageMaker 2.0® with its PLACE command.

..."Images" can be automatically saved into scrapbook files for later reference.

...Size of the graphic can be reduced before changing to an "image."

...Text extraction allows text and numbers to be extracted from "images" and transferred to other programs as live ASCII.

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